



# City of Newark

City Hall  
920 Broad Street  
Newark, New Jersey 07102

## Legislation Text

File #: 24-0013, Version: 1

**Dept/ Agency:** Finance

**Action:** (X) Ratifying (X) Authorizing ( ) Amending

**Purpose:** Establishing Petty Cash Funds

**Period:** January 1, 2024 through December 31, 2024

**Total Amount:** \$9,750.00

**Additional Information:**

See Resolution for custodians and amounts.

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund in any county or Municipality by application and resolution; and

**WHEREAS**, it is the desire of the City of Newark, County of Essex, to establish such a fund for the following departments and agencies within the City of Newark totaling Nine Thousand Seven Hundred Fifty Dollars and Zero Cents (\$9,750.00) for the Year 2024; and

**WHEREAS**, the custodians listed below for this fund are bonded and shall maintain records for this fund in a manner conducive to proper accounting and auditing procedures.

**NOW, THEREFORE, BE IT RESOLVED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:**

1. Pursuant to N.J.S.A. 40A:5-21, The Mayor and/or his designee, the Director of the Department of Finance, are hereby authorized and directed to establish a Petty Cash Fund for the following departments and agencies within the City of Newark totaling \$9,750.00 to be maintained by the following bonded custodians for the calendar Year 2024:

<u>DEPARTMENT/DIVISION</u>	<u>CUSTODIAN</u>	<u>AMOUNT</u>
<b>Department of Administration</b>		
Office of Management and Budget	Darlene Tate	\$500.00
Division of Office Services	Gloria Valentine Westry	\$200.00
Office of Violence Prevention & Trauma Recovery	Barry Ford	\$1,000.00
<b>Department of Engineering</b>		
Director's Office	Felicia Nazon	\$250.00
<b>Department of Public Safety</b>		
Division of Police	Joseph Pastore	\$1,000.00

**Office of the City Clerk**

Office of the City Clerk	Kecia Daniels	\$ 500.00
<b>Office of the Municipal Council</b>		
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<b>Office of the Mayor and Agencies</b>		
Office of the Mayor	Madalyn Roque	\$ 500.00
Office of the Municipal Court	Diane Riley	\$ 500.00
<b>Department of Water &amp; Sewer Utilities</b>		
Division of Water Accounting & Customer Service		
	Latesha Jessamy	\$ 200.00
Division of Water Supply, Director’s Office		
	Latesha Jessamy	\$ 300.00
Division of Water Supply, Central Avenue		
	Latesha Jessamy	\$ 500.00
<b>Department of Health and Community Wellness</b>		
Director’s Office	Suby George	\$ 500.00
Division of Medical Care Services	Suby George	\$ 50.00
Division of Environmental Health	Suby George	\$ 50.00
Division of Social Services	Suby George	\$ 50.00
Division of Planning	Suby George	\$ 50.00
Division of Surveillance and Prevention	Suby George	\$ 50.00
<b>Department of Finance</b>		
Director’s Office	Robyn Porter	\$ 200.00
Division of Assessments	Frank Dallessio	\$ 100.00
<b>Department of Law</b>		
Law Department	Kenyatta Stewart	\$1,000.00
<b>Department of Public Works</b>		
Director’s Office	Craig Smith	\$ 750.00
Division of Motors	Van L. Crossen	\$1,000.00
<b>TOTAL</b>		<b>\$9,750.00</b>

2. A copy of the adopted Resolution shall be filed in the Office of the City Clerk and shall be made available for public inspection.

3. The City Clerk shall file two (2) copies of this Resolution with the Director of Local Government Services for his approval.

4. This Resolution is ratified from January 1, 2024 to the date of adoption by the Municipal

Council.

**STATEMENT**

This Resolution ratifies and authorizes the Mayor and/or his designee, the Director of the Department of Finance, to establish Petty Cash Funds for various Departments and Agencies for the Year 2024 for a combined total of Nine Thousand Seven Hundred Fifty Dollars and Zero Cents (\$9,750.00) and designate Bonded Custodians over same.